

STUDENT LEARNING OUTCOMES COMMITTEE
Meeting Minutes
October 6, 2008

Name	Present	Name	Present
Jim Gioia (St. Svcs.)	X	Mark Tarte (MSEPS)	X
Richard Grow (BCAT)	X	Moh Daoud (BCAT)	X
Lauren Hasten (SS&W)	X	Katie Eagan (A&C)	
Tina Inzerilla (A&C)	X	Chris Lee (St. Svcs.)	X
Laurel Jones (Admin.)		Scott Vigallon (Classified)	X
Amber Machamer (Admin.)	X	Gina Webster (SS&W)	
Jan Noble (Admin.)	X	John Williams (Admin.)	X
Andrej Hrycaj (Student Rep.)	X	Sharon Gach, Admin Asst	X

(Decision & Action items in Bold, Research items in Italic)

Lauren Hasten, Chair, opened the meeting at 2:30 pm., in Room 2411A.

I. Set Agenda

The agenda was set as drafted.

II. Review of Minutes

The Minutes of September 8, 2008 were reviewed and approved with no changes.

III. Chair's Update

Lauren mentioned that she attended the Academic Senate meeting on September 24th, and informed the committee that she was working on an SLO song which could be put on the College's website for students to download. In the Senate the level of understanding about where we are on SLOs and the assessment/feedback process was mixed. She will continue bringing SLO and assessment information to faculty colleagues.

Lauren shared that the Senate scheduling for flex day on October 7th got a little tight, so the SLO committee has three sessions; the "close the loop" (between course-level SLOs and discipline-level SLOs) session will have to wait for another time.

IV. eLumen Update

Tina reported that there has been no eLumen downtime since the last meeting. The tutorial for the current release will be updated toward the end of October. Tina will also eventually write a section for Adjuncts on how to enter scores only.

V. College Update

In the interest of time it was agreed that Amber would present the Program Review Update/Focus Group at the end of the meeting.

VI. Topics of the Month

A. Flex Day in October

- a. Volunteers are needed to assist in training during Flex Day (of adjuncts, especially). Chris and Mark will help with the 9:15 am session, Tina will help with the 10:45 session, and Richard will help in one session depending on when Chemistry department is meeting (tbd).
- b. Two course-level SLO/eLumen workshops will be held in the Innovation Center; please encourage adjuncts to attend! Paper forms are available for those who prefer to avoid eLumen
- c. SLO Committee members are asked to attend as they are able the large group conversation held in the afternoon to define the term “Program,” followed by small group work on Program-level (discipline level) outcomes (in Room 2206).

Discussion Ideas and Points to Convey in Flex Day:

- i. Open dialogue, start thinking as a whole college about moving to the next step, “does that ring true for you?”, what else do we need, what have we missed; go through specific examples and work through them as a group; look for course-to-program examples of how other colleges’ SLOs are written (Mark may have); allow the discussion to evolve.
- ii. **Basic understanding to convey:** the Program Level SLO is not assessed; the course SLO is assessed; and the course SLOs roll up into Program Level SLO. Program SLO is a summation of assessments of each course.
- iii. There is some flexibility built into the system, there could be a “Define Your Own” discipline level/program level description.
- iv. Plan to give the group guidance on what we know about title V, and other practices, and let the discussion flow.
- v. If you teach a subject with a Major, have to write a ‘program level SLO’. If you don’t teach a subject with a Major, you may write a ‘program level SLO’ if you wish, but do not have to.
- vi. Most courses are part of a GE transfer program, very few stand-alones.
- vii. Stay away from saying “every course is a program.”
- viii. At the SLO conference Amber and Lauren found that most colleges are not using Title V language.
- ix. The question that Lauren often gets, “what are other colleges doing?” is not very applicable to LPC or any college – each college has developed its own methods and ways of addressing the SLO requirements.

Question

- x. Is every discipline a “program” – or- is a “program” a major only?

Goals

- xi. **Plans and Goal of Flex Day** - Plan for a 30 minute whole group discussion, then break into small groups. Goal of discussion: Dialogue and get everyone on the same page. Then in Spring 2009 will be ready to start writing the program (discipline) level SLOs.

- d. It was decided to put off a discussion on “closing the loop” for now.

B. Adjuncts

- a. Volunteer trainers and mentors for adjuncts are needed; Flex Day is our best (paid) opportunity to get our adjuncts trained; encourage them to attend.

C. Items Left Over From Last Year

- a. **Plans for Rotating Assessments** – Committee members: please take the lead on this with lead faculty in your Division. Amber reported that faculty members are responding to her requests to meet and create their rotating assessments, so there is progress.
- b. **Publicizing SLOs to Students** – where are we in this process? How frequently will the page be updated? There is no news yet on how frequently the SLO page on the student portal (‘The Zone’) will be updated. Perhaps once a semester when the SLO chair needs data; which may coincide with SLO assessment time.
- c. **SLO Webpage For Faculty** – It is time to review the Faculty SLO website for changes, updates, etc. Mark, Tina and Lauren volunteered to do this; and asked that other members look the website over also and send any comments for improvement to Lauren

D. New Business

- a. **SLO Webpage for Students** – Since the student Portal (‘The Zone’) will not be ready soon it was decided to create an SLO webpage for students. Volunteers were requested to work on the ‘who, what, when, where, why’ – and Jim, Chris, Tina, Andrej and Lauren volunteered to get this started. Scott will do the web design, links, and creation. A possible podcast?
- b. Ideas to get started: All pages in ClassWEB would be good to link from, to the SLO Student Webpage; put links in as many locations as possible in the online Schedule. (Too late for the Spring schedule.)

E. Reminders To Faculty – These reminders were reviewed and members will take this information to their Division Meetings:

- a. Within each department, full-time faculty should decide how many sections of each previously assessed course to re-assess this semester. **Agreed by SLO Committee**
- b. Within each department, full-time faculty should agree on two NEW courses to assess this semester – all sections? **The committee agreed that all sections of the NEW courses be assessed.**
 - i. We must address the question of adjunct participation in this process. Committee agreed that ideally Adjunct participation is needed, continue to work toward the possibility of a stipend, and address the question of how to measure the time.
 - ii. Also, could we view simple clicking entry in eLumen as part of grading? Some members hope we can move toward this understanding. It is not time consuming at all.

- iii. Departments that hope to pay their Adjuncts for SLO and eLumen training can be told that this is beyond the scope of this committee; no power to get them paid, however the SLO committee could articulate the Adjunct training/payment issues to administration.
- iv. **Time commitment estimates to do a full SLO orientation and assessment:**
 - o 1 hour to explain SLOs and train a faculty member; 1 hour to write several SLOs; 5 minutes to assess a class of 65 students
 - o This could be part of Adjunct orientation.
- v. **Program Review funds could be used for Adjunct SLO training.** Lauren believes from her experience, it is better to train within their department so that specific peculiarities of the department can be addressed; better collaboration. Let departments know Program Review Funds are available for this.
- c. Each major, discipline, or Program should begin developing Program-level SLOs so that we can have them in place for the WASC visit next year.

F. Program Review Focus Group

- a. Amber distributed copies of the database for the Program Review goals written in Spring 2008, which were referred to the SLO committee. There were only 5 goals for SLO Comm. out of 393 total goals. This shows more information needs to be distributed on SLOs and what the committee can do to help departments.
- b. All 5 of the P.R. Goals this year were for departments to write or continue writing their SLOs; the committee response is to just acknowledge their work and encourage them.
- c. In Spring 2009 encourage departments to put SLOs in their goals, and call on the committee if they need help.
- d. In other committees' goals themes and needs will emerge that their committee should address (i.e., Facilities, PBC).
- e. Student Services will have their P.R. goals done later.
- f. P.R. process is meant to be the driver for support for departments' needs.
- g. **Take Aways on the Program Review Goals (for the whole college):**
 - i. Departments are not plugging into funding resources yet.
 - ii. Departments are not accessing funding & assistance processes yet
 - iii. Departments need additional help in writing goals that can be assessed by breaking large-scale projects into individual tasks that can be assessed.

G. Discussion of Committee Goals and Projects for the Rest of the Year

- 1. Lauren feels the committee needs a purpose and charge of this committee from the Academic Senate. She has not found any charge to the committee or philosophy which it should follow.
- 2. SLO Committee Goals for 2008-09:
 - i. Accomplish 80% of Course Level SLOs
 - ii. Accomplish some Program Level SLOs (discipline level SLOs) [percent tbd]

- iii. Do a systematic reflection of the purpose of the committee and the flow of the SLO writing process.

3. Timeline for Goal Accomplishment this Year:

Full months in October, February, March and May +

Partial months in November, December, January, April (spring break)

= 7 months and 1 week in 2008-09 year +

1 month in Fall 2009 after convocation until the WASC survey.

VII. Other

None.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Sharon Gach
Administrative Assistant

Next Meeting: November 3, 2008

2:30 pm – Room 2411A